

## **JOB DESCRIPTION**

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|--------------------|------------------------------------|
| Position           | Social Services Director           |
| Dept Supervisor    | Administrative Director            |
| Compensation Range | Professional Administrative/Exempt |

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### **Summary of Duties and Responsibilities**

This is a highly responsible position within the structure of the Tribal Government. The individual occupying this position has full responsibility for all phases of planning, developing and administering the Social Services Program for the Coeur d'Alene Tribe including, but not limited to, Indian Child Welfare, Stop Violence Against Indian Women, Older Americans Program, Commodities Food Distribution, Energy Assistance, Youth Shelter, and Temporary Assistance for Needy Families. This includes developing and improving service standards, eliminating duplication of services and maintaining contacts with Tribal, State, and Federal officials to expand and enhance the Tribe's Social Services division.

### **Responsibilities**

- Act as liaison between clients and/or groups of individuals to secure needed social services and assistance from Tribal, federal, state and local social services programs in a timely manner.
- Ensures coordination with other agencies (such as Benewah Medical Center and law enforcement) to provide the best possible services available.
- Act as representative on behalf of Indian families and children to ensure prompt handling of child welfare cases by law enforcement agencies and courts as necessary.
- Ensure active participation by clientele to utilize existing services.
- Manage existing grants and contracts under departmental supervision and seek alternate funding to support existing operations and/or new projects which will be both preventative and corrective.
- Prepare annual budgets and plans for programs within the department. Review and monitor expenditures to remain within established budgetary constraints.
- Preparation of standardized client files consistent with required agency reporting requirements and to include preparing case files.
- Closely monitor and coordinate assistance with law enforcement agencies and courts for clients who may enter the social services programs through those entities.
- Exercise the full range of supervisory duties for departmental staff. Personally discuss the progress of the work and problem areas as they arise. Recommend employee status and other personnel changes, approve leave and evaluate employee performance for direct reports. Identify training needed and ensure that training opportunities are provided.

### **Qualifications**

- Bachelor's degree in Social Work or related field, MSW preferred, or 5 years work experience with Social Services or related field maybe substituted for BS or MSW.
- Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state/county/local agencies, contractors, Tribal members, Tribal officials and the general public.
- Strong leadership skills including supervisory experience, communication skills, and budgetary experience with large programs.
- Ability to make sound decisions exercising judgment based on previous experience, training and instructions.
- Experience with and knowledge of the legal system as it pertains to Indian Child Welfare and the child welfare system.
- Experience with grant writing and administering of grants.
- Ability to organize large-scale projects including the prioritization of work process, understanding of inter-program relationships and coordination of resources.
- Actual experience working in Indian Country and knowledge of American Indian culture.
- Must also be able to provide five references (two subordinate and three supervisory).
- Must not have been convicted of a felony involving dishonesty within the past five years.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy.  
Applicants are subject to a pre-employment drug test and at-random testing following employment.  
Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit an application, resume, and five references (two subordinate and three supervisory) to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at [www.cdatribe-nsn.gov/hr.shtml](http://www.cdatribe-nsn.gov/hr.shtml) or call 208/686-4068.